Data Collection and Structuring with DG_journal_template (Version 2.2.1)

De Gruyter is glad to welcome you as an author. Your work will be printed from a PDF file created by you. In order to help you with compilation your document, we offer this template[1]. The most important settings can be found in our Style Guide[2] which will help you with the styling of your manuscript. In addition to that, we have generated a sample file using this template. The aim of this sample file is to demonstrate the usage of the style formats as it conforms to our requirements with respect to structure, typography and layout.

Please read the instructions[3] carefully as to avoid extra work for you and us. Please do not hesitate to turn to your De Gruyter contact immediately if you have any queries or problems, or if you need to clear up any options or variations.

Before creating your final PDF file please send us 20-30 representative sample pages that have been completed using our instructions. These pages should contain all of the used heading categories, the Table of Contents, as well as examples of the References and, if applicable, the Index. Your De Gruyter contact will then discuss the corrections and further procedures with you. If you do not create a print file but a manuscript with this template, no sample pages must be submitted.

We look forward to working with you.
De Gruyter Publishers

1 Template-file:DG_journal_template.dotm | version: 2.2.1 | 09.2015
2 Style guide inside pages | © 2015 De Gruyter | version 2.2.1 | 04.2015
3 Manual journal template | © 2015 De Gruyter | version 2.2.1 | 09.2015

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1 System Requirements

The full functionality of the manuscript template only runs under Windows with MS WORD versions 2007 and higher. Working with *Word for Mac* or *Open Office* is possible to a limited extent. You can import the paragraph styles and character styles of De Gruyter in your file. Please use the support of your office software.

1.1 Macro Security

In order to be able to use the template it is necessary to allow the use of macros.

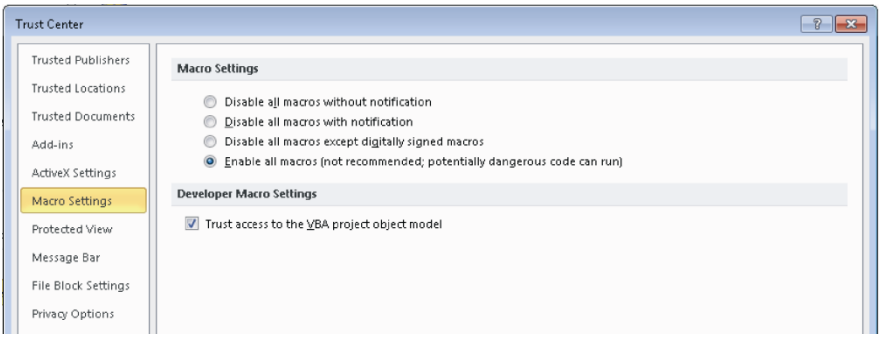


Fig. 1: Macro settings (Word 2010)

Please follow the instructions below to activate the macros in word:

Tab. 1: Macro activation in Word

Word 2007	– *Office Symbol* (top left) – *Word-Options* | *Popular* | *Show developer tab in ribbon* (tick box) – In Ribbon: *Developer Tools* | *Macro Security*... – choose *Enable all macros*
Word 2010	– *File* | *Options* | *Security Center* | *Settings*... – choose *Activate all macros*
Word 2013	– *File* | *Options* | *Trust Center* | *Settings*... – choose *Activate all Macros*

1.2 Installing Fonts

DG Meta Science was designed for the manifold requirements of the publisher; it contains about 2500 characters (see Style guide, p. 6). It is an OpenType-Font (OTF).

The special characters can be inserted via *Insert*|*Symbols* or the four-digit UNICODE and *Alt* + *C*. The technical documentation of the font can be found in the font folder.

The following fonts must be available and installed in order for the template to work:

– DG Meta Science
– DG Meta Serif Science and
– DG Icons

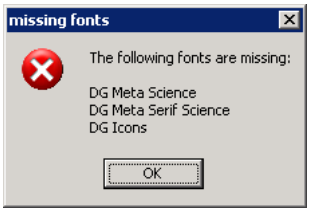


Fig. 2: If one or more of these fonts are not available an error message pops up.

You will get these from De Gruyter.
New fonts can be added in the item *Fonts* | *File* | *Install New Font*.

1.3 Printer Setup

The page settings of the two journal formats are recognized by Word as *user-defined formats*, which sometimes leads to problems. During the creation of PDF files, a page setting that is in a format preset by the system may be changed using similar values causing wrapping changes. To avoid this from the outset it is useful to define the formats in the print settings. To do this, in the system settings choose *Printer*, open the settings for the PDF printer and *Insert* the two new paper formats.

It is therefore important that you decide at the earliest possible date for an appropriate PDF-Printer and work with them (see 6).

It you have the software “Adobe Acrobat Distiller” (not to be confused with “Adobe Acrobat Reader”) or the free “PDFCreator” (http://www.pdfforge.org/pdfcreator) at one's disposal, it recommend to define the De Gruyter book formats in the print settings of your PDF printer.

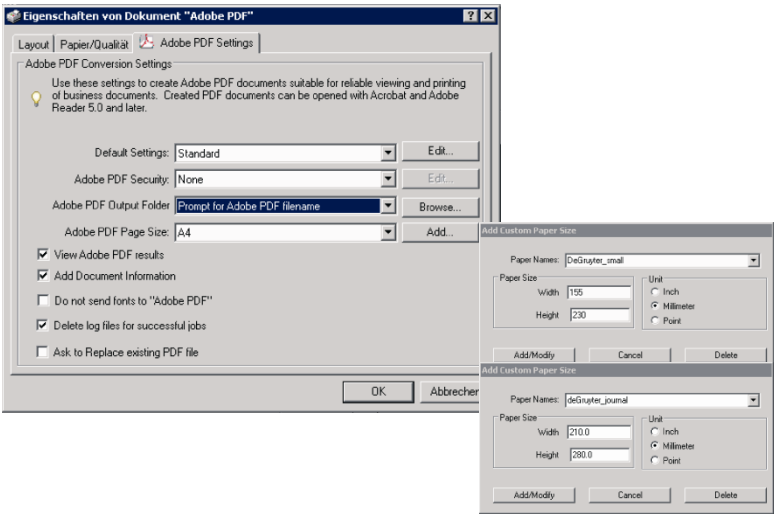


Fig. 3: Example for Adobe PDF settings

1.4 Embedding Fonts in the PDF File

In order to create an error-free PDF file the De Gruyter fonts must also be installed at your printer. Thus they are integrated into the PDF file created and can be displayed on any computer.

Proceed as follows:

1. Select a postscript printer (e. g. Adobe PDF), click on *Properties*.
2. In the default settings select *Standard* and click on *edit*.
3. In the FONTS directory tick the box *Embed All Fonts*.

Alternatively, this setting can be changed directly in Word on *Word Options* | *Save*, by ticking the box *Embed Fonts in File*.

1.5 Generating the Print File

In the print menu please select a virtual printer and save the file. Please make sure that the fonts are embedded.

1.6 Logo files

Along with the template file two logo images are supplied. These are required for:

DE GRUYTER	dg-logo.eps	is used in the running titles
	by-nc-nd_word.eps	necesssary for the copyright line if the work is under Creative Commons licence

2 Layout and Structure of a Journal Article

Along with the template you will receive a style guide and sample pages of a detailed description of typography and layout. The font sizes, line spacing and fonts can also be found here.

Frontmatter
Pages I-IV: The first four pages of the front matter are produced by the publisher

Article
Starting with the first page of article, the page numbering is continuously Arabic. The page numbering begins with an Arabic 1. All subsequent articles start on a new right-hand page. The articles are continuously paginated within a volume.

Book Review
After the articles use the document type BOOK REVIEW for reviews.

How to generate these files, see Chapter 3 Creating the Word Files.

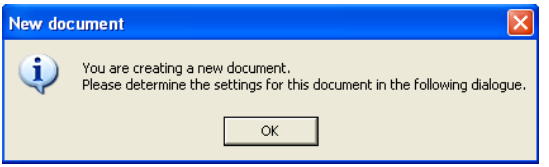
3 Creating the Word Files

Before contents are gathered or an existing manuscript is edited, Word files must be created using DG_journal_template and specifying the document type.

To do this, proceed as follows:

1. Save the template DG_JOURNAL_TEMPLATE.DOTM in the same directory that you will use for the Word files of your article/journal. This ensures that the Word files can easily access the macros and that you can see the necessary menu bar.
2. Open the template with a double click. The file opens as the Word document *Document1.docx* and a window opens where you need to specify the document settings.
3. Insertion of existing text: by Copy and Paste or *Insert* | *Contents*.

Warning: Never open the template using the drop-down menu that can be reached by a click on the right mouse key or by the Word menu *File* |*Open* ...« as „*.dotm*"-file as these cannot be processed by the system.


New document
You are creating a new document.
Please determine the settings for this document in the following dialogue.
OK

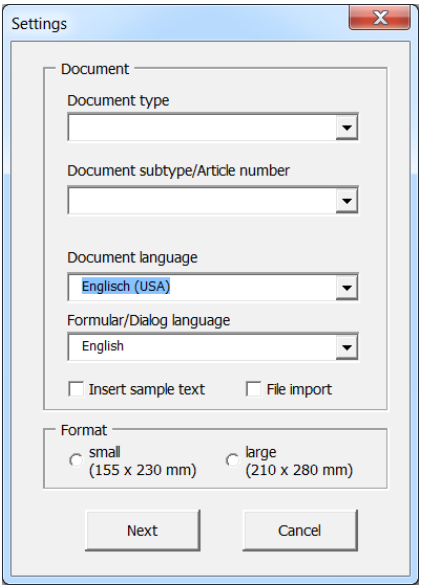


Fig. 4: Document settings

The following document types are available:

	Document type	**Document subtype**
Document	Front matter	Table of Contents List of Contributors
	Article	
	Book Review	

In addition to the options above the following languages are available. They are defined by the style formats and are necessary for the automatic hyphenation at line breaks:
– German (Germany)
– English (UK)
– English (USA)

Apart from that, you can switch between German and English in the dialog language for the menus. Both settings you can change later via TOOLS | LANGUAGE SETTING (see section 5.3.17.6).

Please select between FILE IMPORT and INSERT SAMPLE TEXT. FILE IMPORT allows you integrating and editing an existing manuscript (details see chapter 4 and 5). The function INSERT SAMPLE TEXT generates a sample text with basic elements of the document and can be overwritten if required.

At last you choose the book format. Available formats are small (155 × 230 mm) and large (210 × 280 mm).

In the following dialog the information for the journal will be filled. They are necessary for creating the running head in the document.

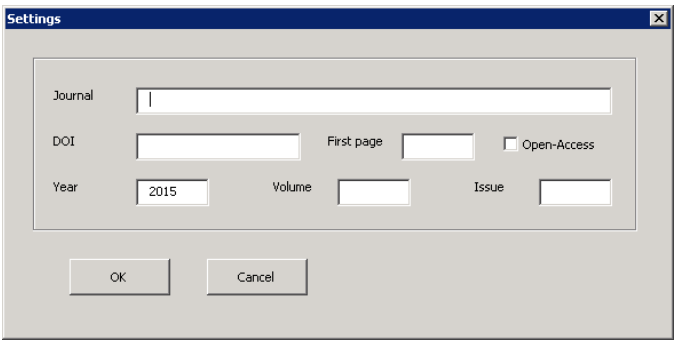


Fig. 5: Journal settings (DOI SETTING)

These fields can be left blank. It is possible to add the information later under menu bar TOOLS | DOI SETTING (see section 5.3.17.8).

By a click on OK a document with the selected properties will be created.

4 Gather and Check Content

When the new document is created, then can be inserted the text. We recommend the following workflow:

1. Delete the running head in the existing manuscript (page numbers, running title). All section breaks should be deleted (find with "^b"). If not, conflicts can be arisen with the template, when the text of the manuscript is inserted. Section breaks should be newly set in the target file.
2. Copy and paste your manuscript content with the word buttons *Paste | Paste Special | Paste | Use this format | Formatted Text* (rtf). It is important to choose formatted text, so that the character formats are not.
3. Assign the paragraphs with the format styles (see chapter 5.2). If your manuscript is already well-structured, then it is recommended that to use *Find* and *Replace* (shortcut *CTRL + F* or *Home | Editing | Replace*) in order to change frequently occurring format style globally (*Home | Editing | Replace | Format | Style* – e. g. text body with indent paragraph or text body without indent PARAGRAPH_IGNORE_INDENT).

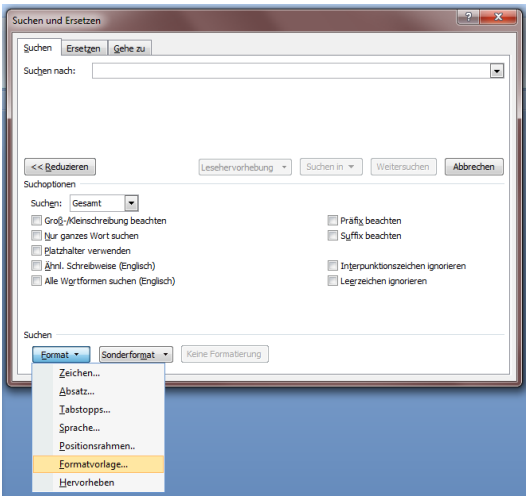


Fig. 6: menu *Find* and *Replace*: *CTRL + F* or *Home | Editing | Replace | Format | Style*

Attention: With FORMAT FOOTNOTES all footnotes (e. g. inserted by copying) will be automatically formatted in the De Gruyter style throughout the document.

5 Manuscript Markup with Style Formats

5.1 The DEGRUYTER Menu Bar

Upon opening the Word file, the additional ribbon tab DEGRUYTER appears at the right of *Home* with all the templates needed for consistent markup.

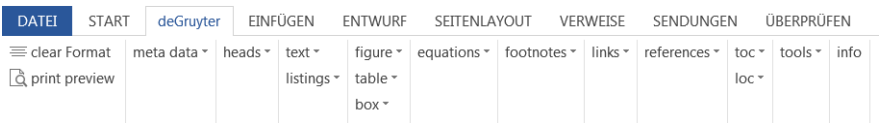


Fig. 1: ribbon DEGRUYTER

5.2 Allocation of Style Formats

The Template distinguishes between two kinds of styles: paragraph styles and character styles.

Paragraph styles (P) should be assigned as follows:
1. Click into the paragraph (do not marks any characters).
2. Select the correct paragraph style in the DEGRUYTER ribbon above (marked with (P).

Character styles (C) should be assigned as follow:
1. Highlight the characters, words or paragraphs to be changed.
2. Assign the character style by mouse click on the corresponding menu item in the DEGRUYTER menu bar (marked with C).
3. Character styles can be set back to standard text using the first item in the menu bar, CLEAR FORMAT.

In addition, in the menu is found the format type macro (M). This indicates either styles that are combined with additional Word actions (e. g. during creation of the boxes) or the opening of forms for larger actions (e. g. by the creation of the toc).

5.3 Style Format Menus

In the following the individual menu items and their templates are introduced and explained.

5.3.1 CLEAR FORMAT

With this selected character styles are reset to the paragraph style. E. g. styles like ITALIC, BOLD or SMALLCAPS are reset.

5.3.2 PRINT PREVIEW

With this button the print preview opens and Word updates automatically all fields. This function is needed, e. g. for boxes (see section 5.3.10).

5.3.3 META DATA

Name	Usage	Format type
article_author	Author(s) of the article	paragraph
article_title	Title of the article	paragraph
article_subtitle	Subtitle of the article	paragraph
DOI	doi number	paragraph
article_type	article typ, level 1	paragraph
article_type_2	article typ, level 2	paragraph
address	Institute or university address of the author/s	paragraph

5.3.4 HEADS

All heading styles to be used are found here (see Style guide, p. 13). Numbered headings from levels 1 to 5 have a defined spacing after the number. If necessary the hanging indent in the following lines can be adjusted by using the ADJUST HEADING INDENT tool (see section 5.3.17.4).

If there are several headings right below each other, or if the heading starts on a new page, the space before must be removed (*Page Layout* | *Paragraphs* | *Line Spacing* | *Before* → 0 pt).

Name	Usage	Format type
head1	Heading level 1	paragraph
head2	Heading level 2	paragraph
head3	Heading level 3	paragraph
head4	Heading level 4	paragraph
head5	Heading level 5 and all further levels	paragraph
front_matter_title	Unnumbered heading in the front matter area	paragraph
front_matter_title_toc	Table of Contents heading	paragraph
back_matter_title	Unnumbered heading in back matter area	paragraph
back_matter_subtitle	Subtitle in back matter area	paragraph
sub_reference_title	Third level heading for back matter or references in chapters	paragraph

5.3.5 TEXT

(see Style guide, p. 14 f.).

Name	Usage	Format type
paragraph	Body text, indented	paragraph
para_ignore_indent	Body text without indention (after headings, figures, tables, enumerations, boxes…)	paragraph
abstract	Abstract	paragraph
keywords	Keywords	paragraph
dateline	Heading in first line of paragraph to mark the words Abstract and Keywords	character
article_dedication	Dedication, Editor communication	paragraph
quotation	Quotation, motto, insertion	paragraph
quotation_source	Author or source of the quotation, last line, right	paragraph
verse	Verse	paragraph

Name	Usage	Format type
acknowledgement	Acknowledgement	paragraph
article_note	Additional information at the end of the article	paragraph
signing	Signature, author of the Foreword	paragraph
section_head	Legal text, first line	paragraph
section	Legal text, running lines	paragraph
line number	Line number	character
margin number	Paragraph number	character
reviewer	reviewer	Absatz
review_bibl_data	Bibliographical information (use for the 1. review and when a new review is started on the top of a page)	Absatz
review_DOI	DOI	Absatz
review_bibl_data _continuous	Bibliographical information with De Gruyter bar (from 2. review, when a new review is not started on the top of a page)	Absatz
italic	Mark up of text: *italics*	character
bold	Mark up of text: **bold**	character
smallcaps	Mark up of text: SMALL CAPITALS	character
subscript	Mark up of text: subscript	character
superscript	Mark up of text: superscript	character

5.3.6 LISTINGS

There are six differently indented list types, where the initial character or number can be chosen, after which a tab stop is used. If, like here, there are several list levels below each other, the following distance must be set to 0pt in *Page Layout | Paragraphs | Line Spacing | After*.

1. LIST1_text text text text text text text text text text text text text text text text text text text
   a) LIST2_text text text text text text text text text text text text text text text text text text text
      i. LIST3_text text text text text text text text text text text text text text text text text text text
         – LIST4_text text text text text text text text text text text text text text text text text text text

* LIST5_text text text text text text text text text text text text text text text

SYMBOL_LIST has been predefined with a preliminary n-dash.

– SYMBOL_LIST_text text text text text text text text text text text text text text text text text text

5.3.7 FIGURE

(see Style guide, p. 18)

Name	Usage	Format type
insert figure	Opens window to select a figure; figure is automatically inserted and a sample caption is automatically created; style formats are assigned	macro
figure	Figure	paragraph
caption_figure	Figur caption	macro
inline_figure	Figure in body text	character

The follow criteria are for creation a figure or graphic:

Criteria		
file format	eps, ems, tif, jpeg	
resolution	pixel graphic (photo), black-white (grayscale image), color	2280 pixel max. height 1441 pixel max. width
	line drawing, combination pixel graphic + line drawing	6079 pixel max. height 3843 pixel max. width
font	sans serif –Arial	
font size	8 pt	
additional formatting	bold, italic (please avoid upper cases or small caps)	
line width	black lines: min. 0,15 mm (ca. 0,5pt) gray lines: min. 0,25 mm (ca. 0,7 pt)	
color/area	only grayscales – gradation of black 20 %-steps (Please avoid shades and blends)	
attention	scanned images – risk of Moiré-effect (https://en.wikipedia.org/wiki/Moir%C3%A9_pattern) screenshots – risk of low resolution	

Criteria	
further information	instructions for delivery of image data http://www.degruyter.com/page/59

5.3.8 TABLE

The table format style TABLE_LAYOUT in the template is to be used for the layout of tables. The macro in the menu with the same label is used to create new or format existing tables (see Style guide, p. 19).

Name	Usage	Format type
table_layout	Creating and formatting tables	macro
caption_table	Table caption/heading	paragraph
table_head	Text in table head (usually 1st line of the table)	paragraph
table text	Text in tables	paragraph
table_list	* list where the character can be chosen freely; the following tab has to be set by *STRG + Tab*	paragraph
table_symbol_list	– list predefined with n-dash	paragraph

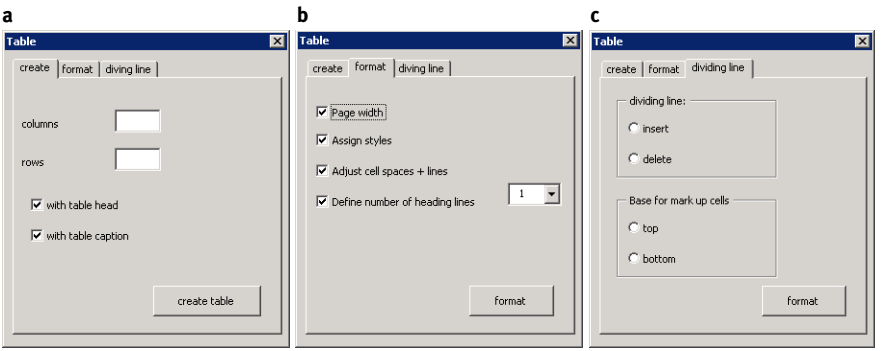


Fig. 7: Macro table_layout

The macro TABLE_LAYOUT can be used, if you are either in an empty paragraph (1.) or in a table (2., 3.).

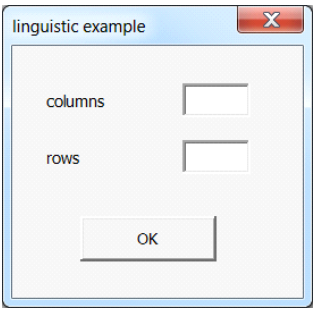
1. Create table (Fig. 7a)
   Insert here the number of columns and rows; it can also be decided whether the table should be created with or without table head or caption.
   By a click on CREATE TABLE a new table in De Gruyter style will be created.
   Later changes to the table (more rows, extension of the header on more than one line, etc.) can be made, however, it will be necessary to use the macro one more time for the formatting.
2. Format table (Fig. 7b)
   By a click on FORMAT the selected table will be adapted to the De Gruyter style; depending on the selection in the form, styles, cell spacing, lines and the number of heading lines will be set.
   Page width: if the box is checked, the table will be enlarged or reduced to page width. With particularly narrow tables the tick should be removed.
   Assign styles: the styles TABLE_HEAD for the heading lines and TABLE for the table text will be assigned.
   Adjust cell spaces + lines: Before and after lines distances must be greater than in the remaining table rows. With this function the correct distances are generated.
   Define number of heading lines: 0–3 lines can be determined.
3. Dividing lines (Fig. 7c)
   By default table lines are only set at the top and the bottom and after the heading line(s) of a table. However, it is possible to apply thinner intermediate lines if necessary. You mark the row or – if it is not for the whole row – the respective cells, select INSERT and specify whether the line should be TOP or BOTTOM of the mark. By click on FORMAT the intermediate line is added.
   The intermediate lines can be deleted in the same way by REMOVE selection.
   The tables in this document, e. g. in the section 5.3.10, are formatted using intermediate lines.

5.3.9 LINGUISTIC EXAMPLE

Linguistic examples are realized as invisible tables. The macro LINGUISTIC EXAMPLE helps you creating such a table. It is located under TABLE | LINGUISTIC EXAMPLE.

Name	Usage	Format type
linguistic example	create an invisible table	macro

The macro can be used, if you are in an empty paragraph. You will be asked for the number of columns and rows. Choose the right amount corresponding to the current linguistic example.



The invisible table should be assigned as follow:

1. Show the formatting marks *Show* | *Hide* with the button ¶ (see *Home* | *Paragraph*) or the shortcut *STRG* + *shift* + *.

¤ ¤ ¤ ¤ ¤ ¤
¤ ¤ ¤ ¤ ¤ ¤

2. Select the first column. The menu *Table Tools* will appear at ribbon.
3. Set the column width of the first column to 7 mm at *Table Tools* | *Layout* | *Cell Size* | *Column Width*.
4. Select the second column and set the column width to 4 mm. All further column width can be freely chosen.

Use the format style PARA_IGNORE_INDENT for the text inside the cells.

5.3.10 BOX

The different types of boxes are created using macros. If you are in an empty paragraph, a new box is created, if not, the selected paragraph will be moved into the box. Before and after the box the space is set automatically. The symbols appear automatically in the outer margin.

If the symbol is in the inner margin, e. g. when text has been moved, then use the button PRINT PREVIEW (see section 5.3.2). Word updates all fields in this document and also corrects the display of symbols. Then close *page view* again.

Name	Usage	Format type
create empty box	Box without symbol	macro
... information ...	Box with symbol information	macro
... question ...	Box with symbol question	macro
... notice ...	Box with symbol notice	macro
... attention ...	Box with symbol attention	macro
... lesson ...	Box with symbol lesson	macro
box	Text in boxes	paragraph
box_list	* list where the character can be chosen freely, the tab after has to be set with *STRG + Tab*	paragraph
box_symbol_list	– list predefined with n-dash	paragraph

5.3.11 EQUATIONS

These format styles are used for the structured mark up of equations.

Name	Usage	Format type
formula_block	Equation line	paragraph
formula_inline	Equation in body text	character
chemical_structure	Structural formula	character

5.3.12 footnotes

These are the style formats for footnotes and utilities (see Style guide, p. 17). The item INSERT FOOTNOTE starts a macro that inserts new footnotes in the correct format.

With FORMAT FOOTNOTES all footnotes (e. g. inserted by copying) will be formatted in the De Gruyter style throughout the document.

When using apparatus, the numbering must be done via FOOTNOTE_INDICATOR, and a quad (en-space) must be inserted between number and text.

Name	Usage	Format type
insert footnote	Inserts a new footnote	macro
format footnotes	Formats footnotes in the entire document	macro
footnote_indicator	Reference number in footnotes and utilities	character
footnote	Body text in footnotes	paragraph
apparatus	Body text in utilities; text is automatically placed at the end of the page	paragraph

5.3.13 LINKS

Character formats for the structured mark up of notes and hyperlinks.

Name	Usage	Format type
cross_reference	References in text	character
weblink	Hyperlinks	character

5.3.14 REFERENCES

Mark up of items in the References. HEADS | BACK_MATTER_TITLE is used for the heading (see Style guide, p. 21).

Name	Usage	Format type
reference	Standard mark up for all references	paragraph
intro	Introductory text, without hanging indent, also used in other back matter listings	paragraph

5.3.15 TOC

5.3.15.1 INSERT TOC

For the creation of the table of contents (see Style guide, p. 39). Analogously, it can only be created in documents using the document type FRONTMATTER and the subtype TABLE OF CONTENTS.

These file must be saved in the same folder as the other documents.

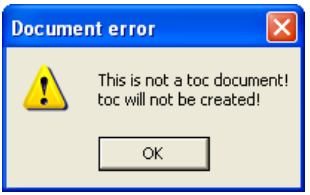


Fig. 10: Error message with wrong documents

With INSERT TOC, the following menu appears:

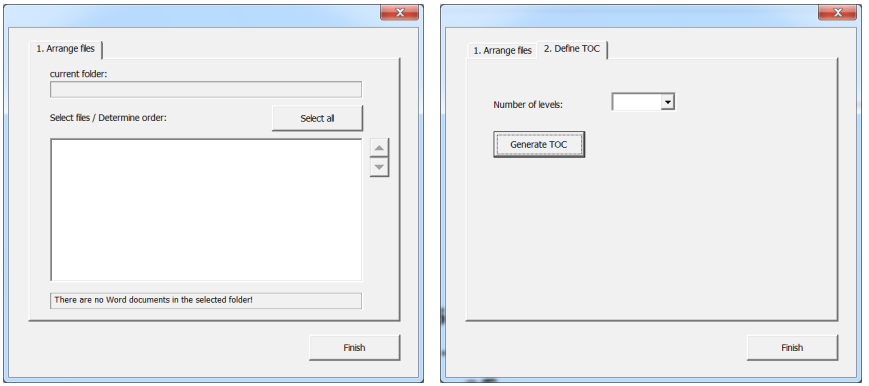


Fig. 11: INSERT TOC

The file selection is done in tab 1. Note that the files only appear in the list if they are not open. It is important that the documents are ordered according to the order they should appear in the Table of Contents. They are listed according to their file name or number. If this is not the required order, it can be changed by using the arrow buttons on the right-hand side. Thereafter all files must be reselected.

With GENERATE TOC in tab 2 the table of contents will be created and be formatted according to the De Gruyter guidelines.

! The table of contents will be inserted exactly at the same position where the cursor is located. Please note that you move the cursor to the correct position of the table of contents.

5.3.15.2 UPDATE TOC

If a Table of Contents already exists, it can be updated by using this function. Only those documents will be used, which were selected before by INSERT TOC. If additional files need to be added, perform INSERT TOC again.

5.3.16 List of Contributors (LOC)

The List of Contributors is an optional part of front matter or back matter. Create a new document with the template and choose in the start window the document type FRONTMATTER or BACKMATTER and the document subtype LIST OF CONTRIBUTORS. For the entries use the format style CONTRIBUTOR at the ribbon DEGRUYTER | LOC.

5.3.17 TOOLS

5.3.17.1 LINE NUMBER ON/OFF

This function inserts or deletes line numbers on the current page (see Style guide, p. 15) with a number range interval of 5. The numbers conform to underlaid raster lines of 40 lines and not to the actual number of lines.

5.3.17.2 PARAGRAPH NUMBER ON/OFF

This function inserts or deletes paragraph numbers on the current page (see Style guide, p. 15). Only paragraphs defined with the style format PARAGRAPH ARE counted.

5.3.17.3 MARGIN NUMBER ON/OFF

This function works as for paragraph numbers, but here differently formatted marginal numbers are inserted (see Style guide, p. 15).

5.3.17.4 ADJUST HEADING INDENT

When paragraph numbers reach two digits, the second line of a heading may not correctly aligned with the first text line. This function goes through all headings of the document and correct the indention.

5.3.17.5 SHOW/HIDE SHORTTITLES

Running titles (see Style guide, p. 16) are generated automatically when the document is created. The De Gruyter Logo appears on each page inside.

– 1st page of the article: journal name year; volume (issue): page
  (see Style guide, p. 34)
– from the 2nd page:
  small format: left = ARTICLE_AUTHOR, right = ARTICLE_TITLE
  large format: left + right = ARTICLE_AUTHOR, ARTICLE_TITLE

The half-title in the table of content is different from the articles (see Style guide, p. 39):

journal — year | volume | issue

If ARTICLE_TITLE or ARTICLE_AUTHOR are too long, and thus the running title in the header results in two lines, or they contain characters that are not allowed (like the asterisk for the corresponding author) they need to be changed. Call up the macro SHOW SHORT TITLES. Below the two elements the text appears in contrasting color again. This text can be changed as required. The corrected version will appear in the header. With the macro HIDE SHORT TITLES these paragraphs will be hidden again.

article_author*, article_author2, article_author3, article_author4, article_author5

article_author et al.

article_title sample text: this heading is too long sample text sample text sample text sample text

shortened heading

Attention: Unfortunately, for the reference function (StyleRef), with which the headers are generated, Word does not adopt formatting such as bold or superscript. If these formatting are necessary, you need to adjust your text and formatting directly in the header. Please note that this change affects the entire document and you may need to insert section breaks to view varying text in the header.

5.3.17.6 LANGUAGE SETTING

With LANGUAGE SETTING the document and dialog language can be changed. Available are, just as in the start menu:

– German (Germany)
– English (UK)
– English (USA)

respectively, German and English for the dialog language.

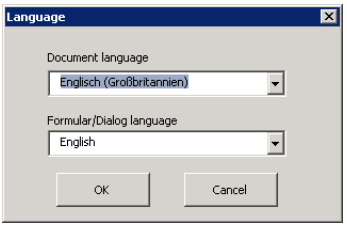


Fig. 12: Language selection

5.3.17.7 COPYRIGHT SETTING

With COPYRIGHT SETTING a dialog is called up for setting of the copyright line and the Creative Commons licence (see Style guide p. 31 f.).

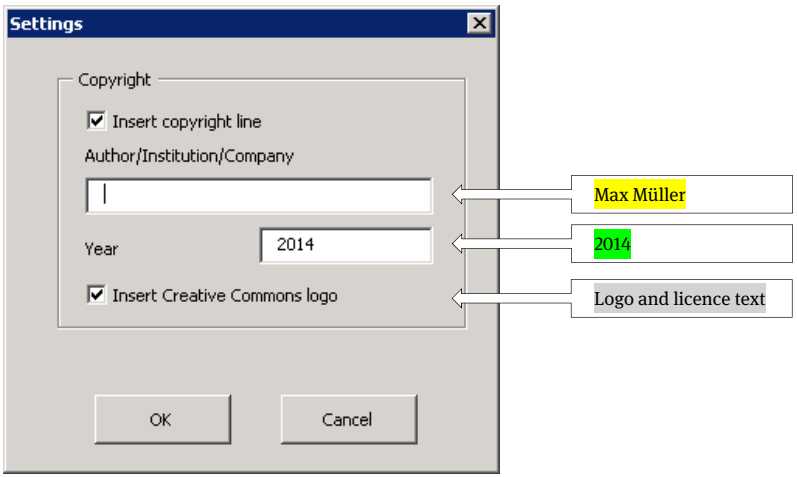


Fig. 13: Dialog for the copyright line

Here the information for the copyright line is to be entered (see Style guide p. 31/32).

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If no copyright line is necessary, remove the checkmark on INSERT COPYRIGHT LINE, and no further details are required. If the content is not under CC licence, remove the checkmark on INSERT CREATIVE COMMONS LOGO. Neither the logo nor the licence text will be added to the copyright line. This information can be changed later via TOOLS | COPYRIGHT SETTING.

5.3.17.8 DOI setting

With DOI SETTING the dialog for journal settings is called up again (see Fig. 5 in chapter 3) and the information can be corrected.

5.3.18 info

INFO shows the current template version.

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